

Town of Lauderdale-by-the-Sea

Building Department

Applicant Online Permit Application and EPR Submittal Guide

In response to the current COVID-19 pandemic, Lauderdale-by-the-Sea will restrict public access to the Building Department at Town Hall until further notice. Staff will continue to provide essential services but will restrict interactions with the public while continuing to practice social distancing.

Although the Building Department will restrict public access, we will continue to be operational for inspections and plan review services for both existing permitted projects as well as permit application submittals. We now have two options for Building Department customers:

1. Apply for permits on-line. The instructions for online permitting are attached.
2. In the case you cannot submit electronically, you must drop off the application package to the Building Department using the drop off box outside the Development Services office Monday through Friday, 8:30 a.m. to 4:00 pm.

Applicant Online Permit Application Steps:

To start the online permit application, please click the following link:

<https://www2.citizenserve.com/Portal/?installationid=117>

Scroll down through the page and locate the section titled “Online Services You Need” under the heading, you will see the word “PERMITTING.” Please proceed to **click > STEP 1. APPLY FOR A PERMIT**

Online Services You Need



PERMITTING

Remodeling or adding on to your home? Apply online, view review status, pay permit fees and schedule inspections all from your home, office or mobile device.

STEP 1. APPLY FOR A PERMIT →

STEP 2. ELECTRONIC PLAN REVIEW REGISTRATION (EPR) →


STEP 3. ELECTRONIC PLAN REVIEW SUBMITTAL →

SEARCH FOR A PERMIT →

1. If you already have an account, please login with your accounting credentials, which is your account email and password and **click > LOGIN**.

In case you forgot your username or password, you have the option to use the ‘Forgot your username or password’ option to retrieve your login credentials.

For **NEW Users**, please click the **REGISTER NOW** option and follow the registration process.



Home

Services

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Reports

My Account

Contact

LOGIN

LOGIN

Home / My Account / Login

Already have an account?

User Name:

Password:

☐ Remember my username and password

[FORGOT YOUR USERNAME →](#)

[FORGOT YOUR PASSWORD →](#)


LOGIN

New to our Portal?

If this is your first time using our portal you'll need to register first. Registering is quick, click the link below to get started.

REGISTER NOW →

- Once logged in, on the **Apply for A Permit** page **click>** the Application Type dropdown menu and select '*Lauderdale-by-the-Sea Permit*'.



Home

Services

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LOGOUT, USA

APPLY FOR A PERMIT

Home / Services / Permits / Apply for a Permit


Application Type:

Indicates a required field

Lauderdale-By-The-Sea Permit

Southwest Ranches Permit

- Click>** the **Sub Type** dropdown menu and select the type of permit from the list.


 **APPLY FOR A PERMIT**
Home / Services / Permits / Apply for a Permit

Application Type:


Sub Type:

indicates a required field

Select



4. Next, **enter** a work description and **choose** the project type from the dropdown menu option.

 **APPLY FOR A PERMIT**
Home / Services / Permits / Apply for a Permit


Application Type:

Sub Type:

Work Description:

Is this application for a new or existing project?:

Select



5. **Enter** the address of the project being submitted

APPLY FOR A PERMIT

Home / Services / Permits / Apply for a Permit

Application Type:

Lauderdale-By-The-Sea Permit

Sub Type:

Residential New Construction

Work Description:

Is this application for a new or existing project?:

A new project

Address:

Type project address

Parcel #:

Property Owner:

ENTER A DIFFERENT ADDRESS →

If a permit has been issued for this project select existing project, you will be prompted to enter the permit or file # to identify the project address.

If you know the property parcel number enter it here for fast lookup, if not enter the address, city state and zip code. Parcel numbers should contain letters and numbers only, no spaces, dashes or other characters.

6. Enter the completed building information, add all contractors associated with the permit using the **selector button** option.

7. If you are using the “Owner-Builder” option, please **checkbox**



8. Once all required fields are completed **click> SUBMIT**



BUILDING INFORMATION



Square Feet:



Linear Feet:



CONTRACTORS

Builder:  


Mechanical:  

Plumber:  

Electrician:  

Roofer:  

☐ Owner Builder

 **SUBMIT** **SAVE FOR LATER**


9. **Click>** OK to complete the application screen


Lauderdale-By-The-Sea Permit

Residential New Construction

New Town Building

existing project?:

 Your application has been received.

 **OK**


[ENTER A DIFFERENT ADDRESS →](#)

10. After the application steps are completed, **click>** 'My Account' option and **click>** on 'View my requests'



MY ACCOUNT

Home / My Account

 View my requests

 Update my information

 Logout

Welcome to your online account

You can review your submittals, pay fees or submit new requests through our online services listed below. If you have any questions please view the [Contact Page](#) for departmental contact information.

11. **Click>** the **permit number** highlighted in blue

MY REQUESTS

Home / My Account / My Requests

View My Permits

Under Review

All

Permit #	Address	Application Date	Status	Work Description	Balance Due
LBS20-009683	4501 North Ocean Drive	03/26/2020	Online Application Received	New Town Building	

12. **Click>** the **'Upload documents'** icon to upload all required documentation such as all application forms, insurances, workers comp liability, county, and local business tax receipt, occupational license, state license, and driver's license in digital format.

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Home Services Search Reports My Account Contact

VIEW PERMIT

Home / Services / Permits / View Permit

Request an inspection
 Upload documents
 Leave message

Permit #: LBS20-009683
 Project #: 20-000151
 Status: Online Application Received
 Address: 4501 North Ocean Drive
 Description: New Town Building

Permit	Reviews	Documents	Inspections
Permit #:	LBS20-009683		
Permit Type:	Lauderdale-By-The-Sea Permit		
Sub Type:	Residential New Construction		

13. **Click> SELECT FILES**, browse to locate the documents you want to attach and type the description of each document, once completed **click> SUBMIT**

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Home Services Search Reports My Account Contact

UPLOAD DOCUMENTS

Home / Services / Permits / View permits / Upload documents

Use the select file button below to select the documents you would like to upload, you can select more than one file, but each file should be no larger than 25MB.

File Name: Application Forms.pdf
 Description: Required Application Forms
 * ABC
 * XYZ

SELECT FILES SUBMIT

14. You will receive a Balance due email, once the permit has been paid. Next, you can move forward in processing your permit application for plan review.

15. Payments are to be paid by Credit Card or by sending a check by mail.

This completes the Permit Application process, now it is time to submit the plans electronically following the **EPR Submittal steps (NEXT)**

STEP 2. ELECTRONIC PLAN REVIEW REGISTRATION (EPR)

STEP 3. ELECTRONIC PLAN REVIEW SUBMITTAL

Applicant EPR Submittal steps:

To start the EPR (Electronic Plan Review) Submittal process **click>** the following link:

<https://www2.citizenserve.com/Portal/?installationid=117>

Scroll down through the page and locate the section titled “Online Services You Need” under the heading, you will see the word “PERMITTING.” Please proceed to **click > [STEP 2. ELECTRONIC PLAN REVIEW REGISTRATION \(EPR\)](#)** to complete the registration process before uploading your plans.

If you already have a CAP EPR account, skip to **STEP 2.**

Online Services You Need



PERMITTING

Remodeling or adding on to your home? Apply online, view review status, pay permit fees and schedule inspections all from your home, office or mobile device.

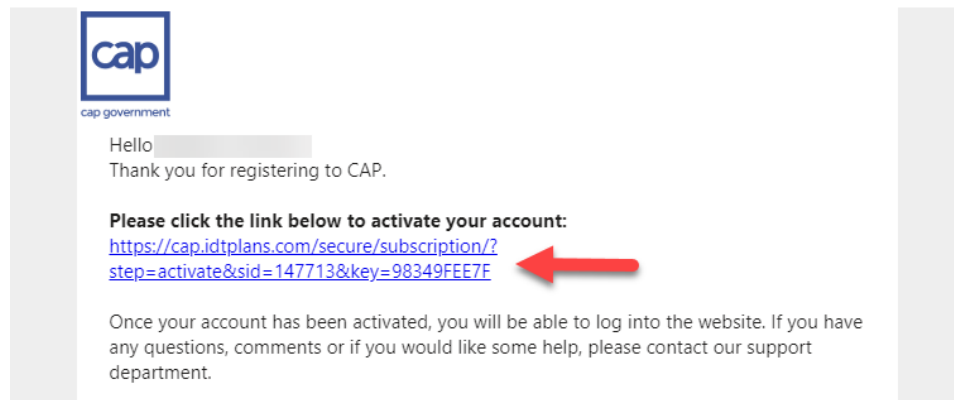
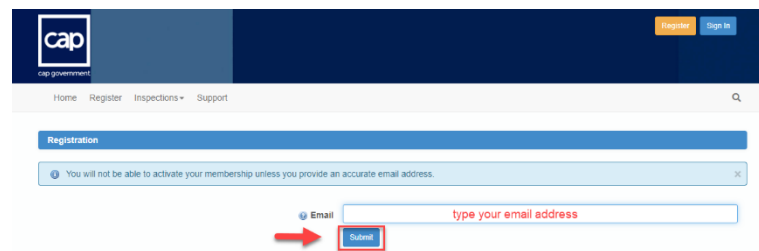
[STEP 1. APPLY FOR A PERMIT →](#)

[STEP 2. ELECTRONIC PLAN REVIEW REGISTRATION \(EPR\) →](#)

[STEP 3. ELECTRONIC PLAN REVIEW SUBMITTAL →](#)

[SEARCH FOR A PERMIT →](#)

1. Type in your email address and **click> Submit**, you will receive an email with an activation link (*check your Junk Mail folder if the email is not in your Inbox*) click on the activation link and follow the account information steps to complete the registration process.



The Applicant will need to complete this with all the Town requirements that are typically requested by the Building Department for a project to be accepted for review.

A permit application needs to be completed, along with any corresponding upfront fee before accepting the submittal for review. Once the initial requirements are met, the Building Department will assign a Permit (or Process) number to the Applicant, who will need to include this number in the name that will be used at the time the submittal uploaded.

A step by step process will guide the Applicant through the complete submittal process.

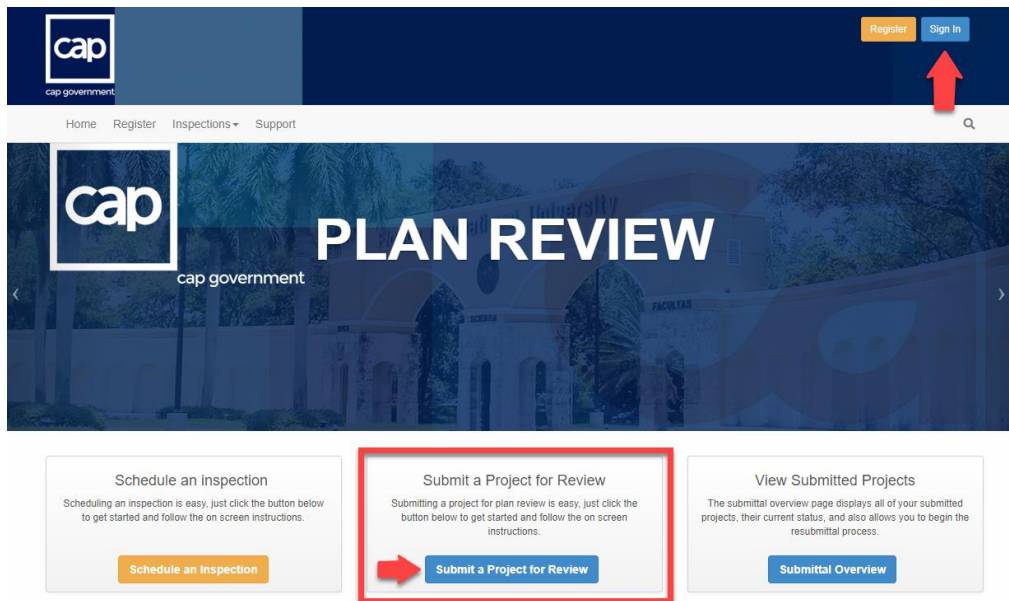
Once this is completed, the Applicant will receive a confirmation email for the specific submittal.

The Applicant will need to provide PDF documents files, electronically or digitally signed and sealed for review. For big projects having files with too many megabytes, it is recommended to have them separated by disciplines. The Applicant may create individual binders per discipline: Architectural, Structural, Electrical, etc., and separately include the specs, calculations, zoning letter, and reports. All drawings are required to be landscape oriented.

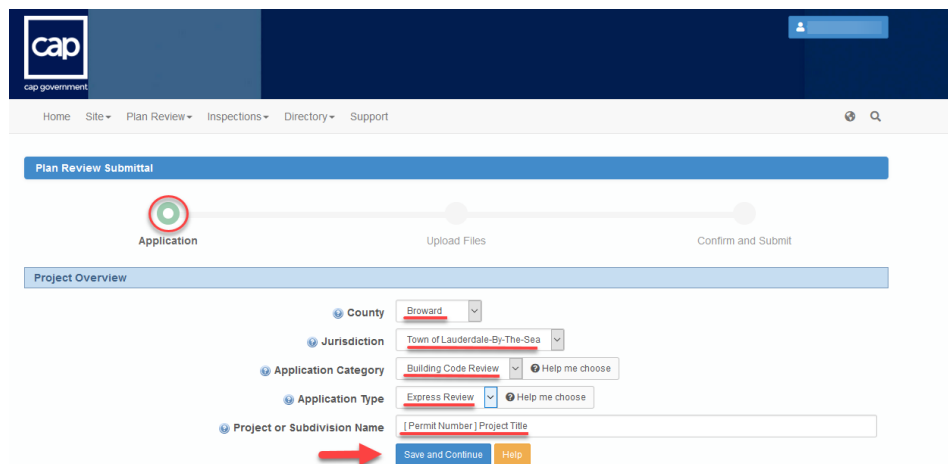
CAP will review the submittal for compliance with the Florida Building Code.

Once the review cycle is complete, if rejected, a 'Comments Letter' is issued, and the Applicant along with the Town is notified, the comments become available on the online platform to be responded as part of the corresponding resubmittal including the revised documents. If the project is approved, then an 'Approval Letter' is issued.

2. After registration is completed, sign in into the CAP EPR portal and **click>** the option: **“Submit a Project for Review”**



3. Complete the **Project Overview** information and **click>** **Save and Continue**



4. Carefully review and comply with all the 'Express Review Checklist' items, once in compliance **click> Save and Continue**

Plan Review Submittal

Application Upload Files Confirm and Submit

Express Review Checklist [Print Checklist](#)

- ☒ Check All (By checking each box, you acknowledge that you have read and understand all possible requirements.)
- ☒ All plan sheets must be submitted in proper landscape orientation. [Add a comment](#)
- ☒ Plan sheets shall be titled clearly. [Add a comment](#)
- ☒ Additional information, separate from the plan sheets, shall be submitted as separate pdf files (ex. Stormwater Management Plan, Owner Affidavits, Traffic Studies, Com Checks, etc.) [Add a comment](#)
- ☒ Plan sets should start with a cover sheet that contains an index of drawings. [Add a comment](#)
- ☒ In each review cycle, the **applicant shall respond to each issue** generated by staff that remains open. Please give specific responses to the open issues, not generic responses such as "see plan" or "corrected". [Add a comment](#)
- ☒ Any resubmittal requires the submission of the COMPLETE set of plans, not only the affected sheets AND also a cover letter that specifies the details of the revision. [Add a comment](#)

[Save and Continue](#) [Help](#)

5. Complete the **Project Details** information and **click> Save and Continue**

Plan Review Submittal

Application Upload Files Confirm and Submit

Project Details

Phase Submittal Select [▼](#)

Facility Name

Project Number

Building Code Select [▼](#)

Architect or Engineer Name

Plans Dated

Project Description

[Source](#) [Copy](#) [Paste](#) [Undo](#) [Redo](#) [Bold](#) [Italic](#) [Text Color](#) [Background Color](#) [List](#) [Link](#) [Unlink](#) [Table](#) [Image](#) [Video](#) [Audio](#) [Code](#) [Help](#)

Font [▼](#) Size [▼](#) [A](#) [B](#) [I](#) [U](#) [Text Color](#) [Background Color](#) [List](#) [Link](#) [Unlink](#) [Table](#) [Image](#) [Video](#) [Audio](#) [Code](#) [Help](#)

[Save and Continue](#) [Help](#)


6. Review your Application Details information and **click> Save and Continue**

Plan Review Submittal

Application Upload Files Confirm and Submit

Confirm Your Application [Print](#)

Please review your application below for accuracy and use the edit button to make corrections if necessary.



cap
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Miami-Dade (Corporate) Office
343 Almeria Avenue
Coral Gables, FL 33134
Phone: 305.448.1711

Office Broward Office
100 SE 12th Street
Fort Lauderdale, FL 33316
Phone: 954.888.9882

Palm Beach Office
1910 North Florida Mango Road
West Palm Beach, FL 33409
Phone: 561.508.0615

Project Overview #379278

Project Title: [Permit Number] Project Title
Application Type: Express Review
Workflow: Express Workflow

Jurisdiction: Town of Lauderdale-By-The-Sea
State: FL
County: Broward

Project Details

Phase Submittal: 100% Construction Documents
Project Number: 343345
Architect or Engineer Name: CAP Architectural
Project Description: XYZ

Facility Name: CAP
Building Code: FBC2017
Plans Dated: 03/10/2020

☒ I, acting as agent for the owner/developer/organization hereby submit the above application for review. I understand that failure to address any item listed above shall result in the application not meeting the minimum submission requirements and said application shall be returned to me for revision and resubmission prior to review.


[Confirm](#) [Edit](#)

7. **Click> Add Files** to start uploading your plans files.

Plan Review Submittal

Application Upload Files Confirm and Submit

Document Upload

This page will allow you to upload your project documents. Use the  button to browse your network for the files to upload and then click the "Upload" button to begin transferring your documents.

Acceptable file formats: (pdf).

Select files
Add files to the upload queue and click the start button.

Filename	Size	Status
Drag files here.		

[Add Files](#) [Start Upload](#) 0 b 0%

[Back](#) [Help](#)

Submittal Guidelines

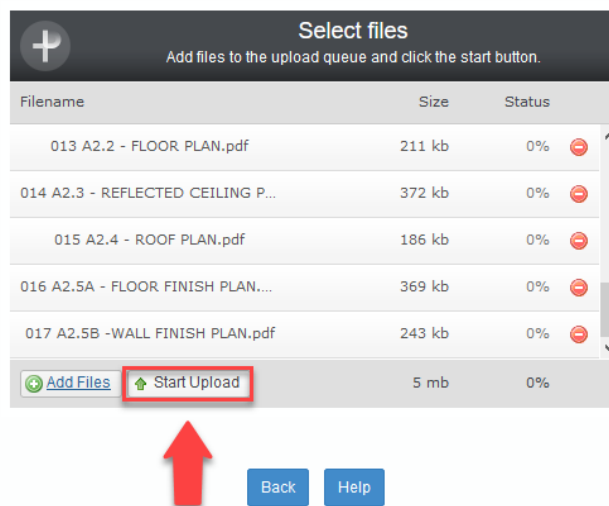
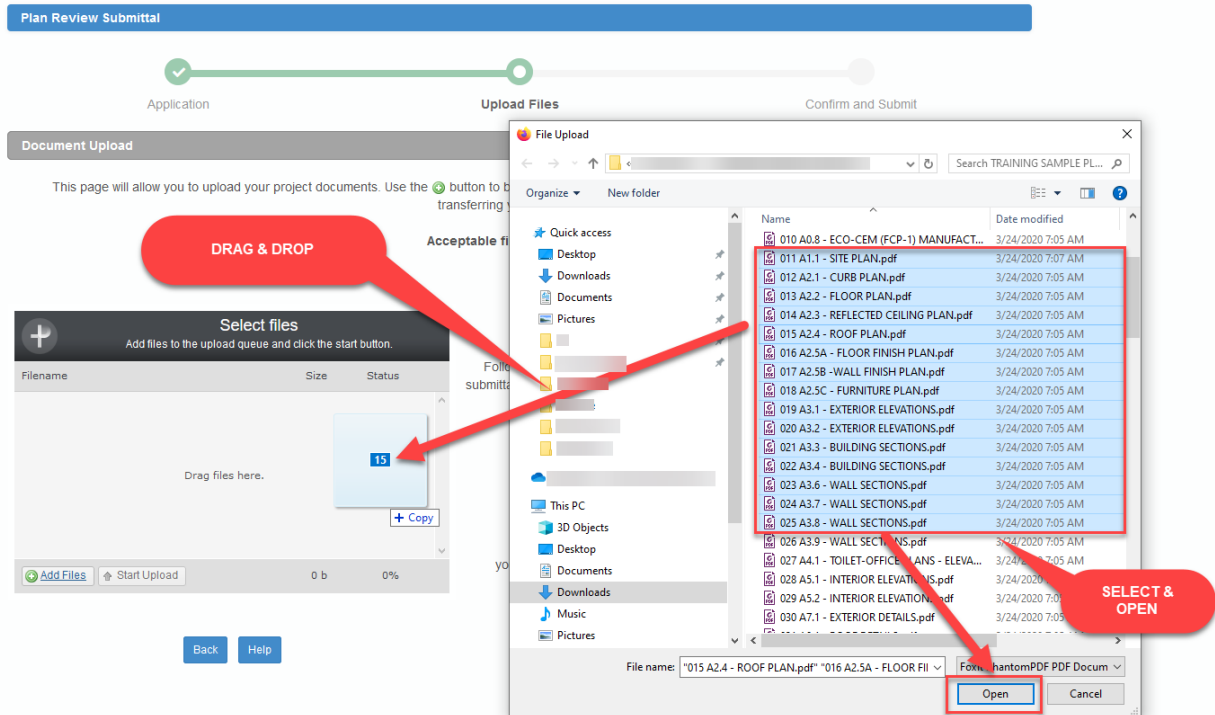
Following these guidelines as closely as possible will enable the review team to process your submittal as quickly as possible. Files that are not named appropriately are difficult to navigate and will result in extended review times.

Standardized Drawing File Naming Convention Example

001. C-1 - Cover Sheet
002. A-1 - Floor Plan
003. S-101 - Foundation Plan

your drawing files should match the index of drawings typically found on the cover sheet.

8. **Click> Upload Files** and locate the files you wish to upload in **PDF format**; you can **Drag & Drop** the files to the upload box **or** simply **select** and **click> Open** on your file explorer window. **click> Start Upload** to begin uploading the files, once completed **click> Save and Continue**



Document Upload

The files displayed here have been uploaded successfully. Use the buttons below to add more files, remove files, or invite a consultant to participate in the upload process. Once you've completed your upload please confirm your document submittal by pressing "Save and Continue" at the bottom of the page.

[Permit Number] Project Title - Application Submittal 001	Documents Uploaded	Uploaded On
<input type="checkbox"/>	011 A1.1 - SITE PLAN.pdf	3/27/20 3:22 PM
<input type="checkbox"/>	012 A2.1 - CURB PLAN.pdf	3/27/20 3:22 PM
<input type="checkbox"/>	013 A2.2 - FLOOR PLAN.pdf	3/27/20 3:22 PM
<input type="checkbox"/>	014 A2.3 - REFLECTED CEILING PLAN.pdf	3/27/20 3:22 PM
<input type="checkbox"/>	015 A2.4 - ROOF PLAN.pdf	3/27/20 3:22 PM

[Upload files](#)
[Delete selected](#)
[Save and continue later](#)
[Invite consultant to upload](#)
[Help](#)

Save and Continue

9. After you click '**Save and Continue**' and uploaded your files, you will need to confirm your submittal process; the system will automatically send a confirmation via email and that completes the application EPR submittal process.

Plan Review Submittal

Application ☒ Upload Files ☒ Confirm and Submit ☐

Confirm and Submit

⚠ Please confirm your submittal package by clicking the "Submit For Review" button below. Once you confirm your submittal, an automatic notification email will be sent to the review agency and the review process will begin.

Confirm and Submit for Review

Plan Review Submittal

Application ☒ Upload Files ☒ Confirm and Submit ☒

Submittal Confirmation

✓ Your project has been submitted successfully.

Thank you for submitting your project.

✓ Your project is now under review.
 ✓ A confirmation email has been sent to you for your records.

[Return to the Submittal Overview](#)
[Submit Another Project](#)
[View The Project](#)

The system will send a notification via email once the submittal has been **Approved** or **Declined** for review.

This complete the Applicant EPR Submittal steps